

Form D: Pricing Response

Task Number	Task or Deliverable Description	Resource Role	Hourly Rate	Proposed Hours	Extended
2.1	Enterprise Information and Technology Strategy				
2.1.1	Task Administration. Overall administration of Task 2.1 "Enterprise Information and Technology Strategy." Task administration ensures clear standards for communication so that the MBTA can provide proper input, feedback, and oversight so that we and the Professional Services Consultant can effectively and successfully partner to execute this work.				
2.1.2	Research				
2.1.2.1	Current state of Information and Technology Strategy – Compile and review relevant documents				
2.1.2.2	Stakeholder Identification and Interviews. Draft, review, and secure for interview structure / questions with ESC. Identify stakeholder panel of approximately 30 key stakeholders. Schedule, conduct, and document stakeholder interviews.				
2.1.2.3	Best Practice Identification and Research – provide an understanding of trends and best practices in information and technology strategy at other organizations – public or private, transportation or not – that share challenging operational missions, significant public-facing technology, and baseline desktop IT needs for frontline staff. Include industry / peer transit agencies, at least two non-transit/transportation organizations. Include both domestic and international organizations.				
2.1.3	Analysis and Synthesis				
2.1.3.1	Current state of Information and Technology Strategy				
2.1.3.2	Stakeholder Identification and Interviews				
2.1.3.3	Industry Research				
2.1.4	Final Strategy				
2.1.4.1	Summary Document – brief (15-20 pages) document that is accessible to technical and non-technical staff. Written in an accessible,				
2.2	Strategy for the Information and Technology Organization (OPTIONAL)				
2.2.1	Task Administration – Overall administration of task 2.2 Strategy for the Information and Technology Organization. Task administration				
2.2.1.1	Kickoff meeting with the CIO, other executive sponsors, and key executing and oversight staff. Review Professional Services Consultant's approach and staffing. Ensure mutual understanding of key outcomes, deliverables, roles & responsibilities, and timelines.				
2.2.1.2	Identify, schedule, and interview an executive steering committee (ESC, no more than 6 members) for the overall effort.				
2.2.1.3	List of ESC members. Introductory communication (email, meeting, or other) with ESC members of their role and responsibilities.				
2.2.1.4	Written agenda sent at least 24 hours in advance and written notes sent no more than 72 hours after fortnightly ESC meetings on task progress, risks, issues, budget, etc.				
2.2.2	Research				
2.2.2.1	Current state of Information and Technology Organization – Compile and review relevant documents				
2.2.2.2	Stakeholder Identification and Interviews – Draft, review, and secure for interview structure / questions with ESC. Identify stakeholder panel of approximately 30 key stakeholders. Schedule, conduct, and document stakeholder interviews.				
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2.2.3	Analysis and Synthesis				
2.2.3.1	Current state of Strategy for the Information and Technology Organization				
2.2.3.2	Stakeholder Identification and Interviews				
2.2.3.3	Industry Research				
2.2.4	Final Strategy				
2.2.4.1	Summary Document – brief (15-20 pages) document that is accessible to technical and non-technical staff. Written in an accessible,				
Totals		0	\$	-	